Telephone Dialing Instructions

Placing a Call
There are several methods to place a telephone call:
- Lift the handset and dial a number
- Press the **Line** button and dial a number
- Press the **Speaker** button and dial a number
- Press the **Headset** key (if your phone is headset equipped) and dial a number
- Press the **New Call** soft key and dial a number
- Press a **Speed Dial** button (if your phone has Speed Dials configured)
- Dial a number and then press the **Dial** soft key

Answering a Call
There are several methods to answer a call:
- Lift the handset
- Press the **Speaker** button
- Press the **Headset** button (if your phone is headset equipped)
- Press the **Answer** soft key

Ending a Call
There are several methods to end a call:
- Hang up the handset
- Press the **Speaker** button
- Press the **Headset** button (if your phone is headset equipped)
- Press the **End Call** soft key

Dialing Fermilab Internal Numbers
Four-digit dialing is enabled on and between the Lab's Centrex system and Computing Division's PBX system.
- Dial the 4-digit extension

Dialing External, Long Distance and International Numbers
External calls require you to dial "9" to obtain an outside line.
- For external local and domestic long distance calls, dial 9 + the 11-digit phone number
- For international long distance (if enabled on your phone), dial 9 + 011 + the destination phone number

In Any Emergency, Dial 3131